

CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Transportation Engineering Technician	02/Maintenance & Operations Traffic Engineering & Ops	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineering Technician	902-365-3175	January, 2011

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Senior Transportation Engineer for Traffic Engineering & Operations, the incumbent issues sign installation orders and maintains the District Sign Log. Travel will be required. In performing these duties, the incumbent utilizes Microstation and SignCAD programs. Tasks also include preparing sign panel details, reviewing tables for contractor furnished signs, and assisting region design with issues pertaining to the application, design, and/or installation of freeway/highway signs. Duties include, but are not limited to:

TYPICAL DUTIES:

- 15% (E) Maintain and update the District Sign Log. Utilize Microstation and SignCAD software as necessary to generate revised electronic sign log sheets. Update electronic Sign Log files accessed by district and region staff. Maintain current hard copies of Sign Log in binders.
- 15% (E) Issue sign installation orders for maintenance, safety, and operational sign installations. Maintain installation order log binders by fiscal year. Act as liaison to the maintenance, safety, and operations programs relative to sign orders and shipments.
- 10% (E) Support region design by reviewing sign specification tables for capital projects with contractor furnished signs. Assist design staff with questions regarding the application, design, and/or installation of signs. Use SignCAD to create sign panel details needed for contract plans.
- 10% (E) Order new and replacement signs from vendors and/or the state warehouse. Maintain vendor sign order records and purchase requests.
- 10% (E) Assist the District Sign and Stripe Engineer investigate and responds to comments and complaints of the public and other government agencies concerning signs and pavement delineation. Perform field reviews as necessary including gathering information pertaining to existing signing and gather traffic operation field data.
- 5% (E) Input local development review data into the Traffic Operations IGR Database.

- 5% (E) Assist staff and office chief by utilizing Project Focus to verify/monitor office resources and expenditures on capital projects. Prepare request(s) to adjust project resource allocations due to project scope changes in design or when contract change orders require additional traffic support in construction.
- 5% (E) Prepare strip maps and/or details to illustrate signing alternatives.
- 5% (E) Coordinate with Maintenance Special Crews to estimate material and installation costs for reimbursed work signing projects.
- 5% (E) Maintain and update Sign Specification Sheets and Sign Contracts.
- 5% (E) Provide operational oversight of the logo sign program administered by the Office of Encroachment Permits.
- 5% (M) Act as a back-up for staffing Radio Dispatch Services and the District Traffic Management Center.
- 5% (M) Prepare letters, memos, and written technical reports regarding matters related to traffic safety and operations.

SUPERVISION EXERCISED OVER OTHERS:

No supervisor responsibilities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

- Principles and practices of traffic engineering.
- The California Manual on Uniform Traffic Control Devices (CA MUTCD)
- Design and construction of highway signing and pavement delineation.
- Dynamics of moving vehicles
- Computers and computer software applicable to traffic operations, including Microstation and SignCad.
- Engineering mathematics.
- Effects of weather and time on highway signs and delineation devices.
- The Department's safety and health policies and procedures, including the California Code of Regulations, Title 8 Industrial Regulations, Safety Orders, Code of Safe Practices, and Safety Manual.
- Caltrans injury and illness Prevention Program.
- Department Policies and Procedures.

Ability to:

- Read and understand highway plans, drawings, and field data which relate to highway signing and pavement delineation.
- Prepare and review complex plans, cost estimates, and specifications of signs and delineation devices.
- Perform engineering calculations to substantiate conclusions.

- Analyze situations accurately and take effective action.
- Correlate plans, designs, drawings, and data with physical conditions.
- Prepare or review correspondence and reports.
- Establish and maintain friendly and cooperative relations with those contacted in the course of the work.
- Follow directions and work independently.
- Correspond professionally, effectively, orally and in writing, with other Caltrans functional offices, local agencies, and the general public.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Incumbent is responsible for decisions necessary to complete the specific job assignments listed above. The consequences of poor decisions and/or inaction could include the following: adverse affects to the form, function, and safety of highway facilities; projects not delivered within required time frames; resources expended on proposals which do not meet minimum criteria; insufficient information for managers to schedule and monitor program activities; incorrect costs applied to developers, local agencies or to the State; and additional costs and/or time delays to encroachment permits and construction projects.

PUBLIC AND INTERNAL CONTACTS:

Contact with the public will be daily, primarily through phone and written contact.

This position will require extensive contact within the District and North Region, including Design, Environmental, Office Engineer, Program Management, Right of Way, Advanced Planning, Construction, Permits, and Maintenance. Contact with Headquarters Traffic will be required on a regular basis.

Contact will be required with local government, city, county, private engineering consultants, and other State agencies concerning plan reviews, highway signing, and pavement delineation. The employee will occasionally contact industry representatives to transmit or obtain relevant engineering information.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Incumbent will be required to use personal computers and telephones for long periods of time. Other physical activities will include regular fieldwork, lifting up to 25 pounds, light construction type activities, and occasional driving for long periods. Incumbent may be required to travel in state, but the travel is not very frequent.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings.

Incumbent will be required to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and display empathy to others.

Employee must have the ability to refrain from insubordination, follow supervisor's instructions, "get along" with supervisors and co-workers, avoid violent behavior, understand and follow Caltrans policies, and avoid disruptive or harassing behavior.

WORK ENVIRONMENT:

While at their base operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes, and drainage facilities. Incumbent will be required to travel and work outdoors on occasion and may be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions, and extreme cold.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

EMPLOYEE

DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE